

**Lunenburg Council on Aging
Meeting Minutes
December 16, 2014**

Minutes Approved at 1/13/2015 COA Meeting

CALL TO ORDER: Chairperson Pete Lincoln called the meeting to order at 9:30AM.

Present: Pete Lincoln (Chairperson), Deb Seeley (Vice-Chairperson), Doreen Noble (Director), Debbie Lincoln, Betty DiGiacomo, Sarah Grant, Diane Nowd, Cheryl Moisan, Brian Guenard, & Sue Doherty (Admin. Asst).

Members not present were Jacquelyn Dwyer, Kevin McNally, & Judy Tarbell.

ANNOUNCEMENTS: None

MINUTES APPROVAL: Ms. Seeley moved to accept the November 18, 2014 Council on Aging (COA) minutes. Ms. Grant seconded. On vote, motion carried unanimously.

CURRENT BUSINESS

1. Director's Report: Ms. Noble reported on the following:

Volunteers are again willing to build a shuffle board court behind the senior center but need letters of support from the Director and the Eagle House Supporters Inc. in order to procure donations for the project from local businesses. Ms. Noble reminded the board that the COA, as a Town department, is not able to fundraise but she has drafted a letter of support from herself. Ms. Doherty, by request of Mr. Lincoln, drafted a letter of support for the Eagle House Supporters Inc. to review and sign.

Ms. Noble informed the board that she will be taking vacation time beginning on 12/22/2014 and returning on 1/5/2015.

The FY14 Formula Grant contract has been received for the amount of \$16,800 and the Town Manager has signed it. These monies are primarily used for part of the Outreach salary and Meals on Wheels mileage reimbursement.

There have been 3 applications submitted for the position of Food Service Coordinator and they are currently being reviewed.

The Council on Aging Outreach Coordinator, Faith Anderson, will be returning from extended medical leave the first week in January. The temporary Outreach Coordinator, Jeanne Tatro, will finish on 1/4/2015.

The Lunenburg Friendly Seniors have made a donation of \$1000 to the Eagle House Supporters Inc.

Ms. Noble will be attending the joint meeting of the Board of Selectmen/Finance Committee this evening. The COA FY16 budget packet should be received by the end of the week and the Town Manager has requested that the department budgets be completed and returned by 1/16/2015.

Ms. Noble would like to include the position of Program Coordinator at a rate of \$16 per hour (non-benefit) into the FY16 COA budget. This position would take some of the Director's responsibilities over such as overseeing Property Tax Work Off participants and program planning.

Ms. Noble would like to re-focus more of the Outreach responsibilities on new "Client Findings".

Ms. Noble informed the board that as of this meeting, 49.9% of the COA FY15 budget has been used. The FY16 fiscal year will begin on July 1st. She will have a full budget report prepared for the board at the January COA meeting.

Task Groups (suggestions): Due to board member absences at this meeting it was decided to hold off on selecting spokes people for the COA task groups. Board members on each group are as follows:

- **Advocacy** (*charge of task group is to deal with elder issues within Lunenburg*)
Diane Nowd Jacquelyn Dwyer Deb Seeley
- **Communication** (*charge of task group is to deal with how the staff, board members and senior center participants communicate with each other.*)
Debbie Lincoln Kevin McNally
- **Public Relations –** (*charge of task group is to further investigate how to reach a broader audience*)
Betty DiGiacamo Sarah Grant Cheryl Moisan Judy Tarbell Brian Guenard

NOTICES & COMMUNICATIONS: None

BOARD COMMENT: Mr. Lincoln reminded the Director that he would like to have State Representative Jennifer Benson attend a COA meeting to discuss legislature involving elder issues.

Ms. Seeley informed the board that she will not be able to attend the January, February, and March COA meetings.

Ms. Noble reminded the board to keep in mind the Open Meeting Laws in regards to how the individual Task Groups conduct themselves.

PUBLIC COMMENT None

ADJOURNMENT

Being no further business, Mr. Guenard moved to adjourn the COA meeting. Ms. DiGiacomo seconded. On vote, motion carried unanimously. Meeting adjourned at 10:24AM

UPCOMING MEETING SCHEDULE

January 13, 2015

Respectfully Submitted

Susan Doherty, Administrative Assistant

Lunenburg Council on Aging